



CITY OF IDAHO FALLS

Civic Auditorium

PO Box 50220

Idaho Falls, ID 83405-0220

Phone: (208) 612-8396 Fax: (208) 552-0476

Email: civic@ci.idaho-falls.id.us

Policies and Procedures

I. Commercial

1. Performance using Touring performers (Admission)

Main Performance	Greater of 10% or \$500.00
Each Matinee	Greater of 10% or \$200.00

2. Performance using Touring performers (No Admission)

Main Performance	\$200.00
Each Matinee	\$125.00

3. Performance using area performers (Admission)

Main Performance	Greater of 10% or \$350.00
Each Matinee	Greater of 10% or \$125.00

4. Performance using area performers (No Admission)

Main Performance	\$200.00
Each Matinee	\$125.00

5. Meetings

Main Session	\$500.00
Each additional Session	\$200.00

II. Non-Profit

1. Performance using touring performers (Admission)

Main Performance	Greater of 10% or \$350.00
Each Matinee	Greater of 10% or \$125.00

2. Performance using members as performers (Admission)

Main Performance	\$200.00
Each Matinee	\$125.00

3. Performance using members as performers (No Admission)

Main Performance	\$125.00
Each Matinee	\$75.00

4. Meetings for organizations

Main Session	\$200.00
Each additional Session	\$100.00

The Lessee is entitled to occupancy eight (8) consecutive hours prior to performance at no additional charge on the day of performance. Any additional time will be based on the charges in Paragraph IV.

III. Bookings/Reservations

When dates are reserved/booked a deposit will be required as follows:

Bookings/Reservations with...

Area Performers

- 1 Day: \$ 75.00
- 2 Days: \$100.00
- 3 or More Days: \$125.00

Non-Area Performers

- 1 Day: \$100.00
- 2 Days: \$200.00
- 3 or More Days: \$250.00

Deposit will apply towards the facility rental fee. Refunds will be made if performance dates are canceled 90 days prior to date of 1st reservation.

IV. Additional Fees:

- Additional rehearsal time and setting stage
(First three hours) \$60.00
- Each additional hour \$10.00
- Head Technicians \$16.00
- Assistant Technicians \$ 8.00
- Stage Hands & Others \$ 8.00
- 10% on sales of hard concessions

A minimum charge of three hours wages is required for all personnel listed above.

All personnel must have a fifteen (15) hour notice of cancellation of their services or lessee will be required to pay a least the minimum charge.

The cost of labor in arranging the stage must be paid by the lessee. The lessee may furnish its own labor for stage hands, box office manager, ticket takers, and ushers. Sound and lighting personnel will be furnished by the lessor but wages will be paid by lessee.

V.

The Civic Auditorium Manager, Custodian, or Head Technician must be present at all times when the auditorium building is in use.

The following policies govern the use of the Civic Auditorium:

- A. No professional or amateur wrestling or boxing matches are to be scheduled.
- B. No Smoking in the Auditorium.
- C. No alcoholic beverages are permitted.
- D. No Food, Drinks, and Refreshments of any kind are to be sold, served, or allowed in the auditorium.
- E. To conform to Uniform Fire Code, no chairs, wheel chairs or any item may be placed in aisles or traffic patterns to exits for any reason. All persons in attendance at any performance must sit in seat. Standing in aisles, foyer, or sitting on steps is not allowed [UFC 1988 Edition].
- F. The pianos and organ in the Civic Auditorium may be used for performances and by qualified musicians but shall not be rented to individuals for practice purposes.
- G. No open flame will be allowed in the auditorium without prior permission of the City of Idaho Falls Fire Chief.
- H. Ushers are required during all performances and are to remain on duty during the entire performance. They must be briefed prior to performance regarding their responsibilities. Their responsibilities include crowd control, locations of exits, what to do during fires, panic or other emergencies. [Life Safety Code Sec 17.2.1]
- I. Organizations desiring to use auditorium must place reservations in advance on a first come first serve basis.
- J. Organizations desiring to use auditorium are requested to complete rental agreement no later than one calendar month in advance of the desired date of their event.
- K. Students may not smoke in the auditorium or on the auditorium steps or grounds proper during school hours.

- L. Skateboards and Roller Blades prohibited on Civic Grounds.
- M. Video recording, if permitted by Lessee, is limited to prescribed areas in the Civic Auditorium during a scheduled event. The only areas where video recording is permitted are:

Main Floor

Center – Row FF

Balcony

Center – Row H Right Side Only

Row Z

Sides – Row AA

Booking Reservations for the Civic Auditorium may be placed with the Manager of the Civic Auditorium at, 501 South Holmes Avenue, or telephone (208)612-8396 fax (208)552-0476 or (208)612-8431, Fax (208)612-8536.

At any time following the approval and adoption of the above resolutions and fees, changes may be enlarged, deleted, or exceptions made thereto.